

Functions of [REDACTED]

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1. Prepare all division budget estimates and requests for budget allotments. Prepare allocations for all projects and sub-allotments to field stations.
2. Perform a continuous review of Budget estimates and expenditures to ensure compliance with Agency standards and regulations, conferring with the operating Branches and Field Stations as necessary.
3. Prepare all vouchers, advances and accountings for travel and per diem of all Division personnel. The accountings sometimes involve lengthy TDY trips to the Field involving changes in Per Diem and foreign currency applicable to the various countries visited.
4. Prepare all Division travel orders for travel by staff employees and staff agents in U. S. and to and from field stations. Coordinate all foreign travel with foreign areas to be visited.
5. Prepare and submit all division reimbursement vouchers for all of the various types of expenditures made by staff employees and agents. Prepare and submit requests for advances of funds.
6. Perform administrative review of all field station accountings.
7. Prepare communications as necessary to field stations regarding Budgetary and Fiscal matters.
8. Prepare duty status reports for Headquarters controlled agent personnel both in U. S. and field.
9. Obtain from Finance Division for delivery to agents [REDACTED] moneys representing salaries, payments and operational advances.
10. Maintain all Division files and records on budget and fiscal matters.
11. Maintain allotment and expenditure control ledgers and records.
12. Prepare all time and attendance reports for Headquarters personnel. Pick up and delivery of all payroll checks, vouchered and unvouchered, to headquarters personnel.

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13. Maintain record of all leave and overtime performed by Headquarters personnel and prepare bi-weekly Division report.
14. Review financial data on all projects submitted for approval or renewal and make necessary recommendations in connection therewith.
15. Record financial data as approved on all projects.
16. Review all proposed new regulations covering financial and budgetary matters submitted to Division for approval and/or consent.
17. Maintain Division tax fund and accountings in connection therewith.
18. Reviewing accounting postings and taking action when necessary to correct erroneous charges and postings.
19. Coordinate all dispatches and cables to SE field stations pertaining to fiscal and budgetary which are prepared by Finance Division or other offices.
20. Maintain suspense file covering dispatches and cables on financial budgetary, insurance and credit union matters forwarding to Finance or other offices for action.
21. Analyze statements of advances to SE personnel and take action to correct errors.
22. Prepare requests for approval of overtime for Division.
23. Prepare requests for Special, Representation, Equalization, extended Per Diem, and other hardship allowances.
24. Prepare actions to write off unliquidated and uncollectable advances.
25. Maintain pseudo and true name records of all SE personnel, both at Headquarters and in field.
26. Prepare monthly obligation reports for all Division allotments.
27. Review of projects for determination whether Administrative plan is required and assisting case officer in the preparation of such plans.
28. Occasional trips outside of Washington in connection with operational accountings and financial matters.
29. Maintain travel order log of travel orders issued for SE personnel.
30. Maintain card file records of advances issued and accountings received of all Division personnel in U. S.

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11. Compute, complete and approve travel vouchers forwarded from field stations.
12. Approve travel advances, requests for payment, accountings, and reimbursement vouchers in absence of Chief of Administration.
13. Receive all Division incoming dispatches and cables covering financial and budgetary matters, and either taking the action required therewith or forwarding to appropriate office for action.
14. Furnishing to Finance Division and approving of charges to SE allotments principally with respect to expenses incurred for SE operations in other areas.
15. Perform such other duties as directed by the Chief of Administration and Logistics or Division Chief.

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